

## Managing Company Address Data

### Address Data

Address Data - Administrators of Bidder companies have the authority to manage address data. Navigate to the Administration tab and the Company Data sub tab and update the fields as appropriate. Required fields are indicated with an asterisk (\*).

Home	Administration		
Company Data   Find User   Create Users			
Address Data			
City *	FAIRFAX		
Postal Code	22035-0001		
Country *	USA	State *	Virginia
P.O. Box	1234	Postal Code PO Box	22035-0001
PO Box Country		PO Box Location	
Street *	ANYWHERE STREET		
House Number *	1234	Building	BLDG
Floor	FLR	Room Number	RM

- Postal Code – Enter your company’s zip code plus four (e.g. 22305-1234). You can find your plus four here: [www.usps.gov](http://www.usps.gov).
- Street - Enter your company’s street name (e.g. Anywhere Street for 1234 Anywhere Street). If no street address exists, enter your PO Box info in the four “P.O. Box” fields.
- House Number - Enter your company’s street number (e.g. 1234 for 1234 Anywhere Street)

**NOTE: To keep data integrity with IRS records, Fairfax County Suppliers will have limited capabilities on this screen.**